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ABSTRACT

Supporting performance objective 65 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on preparing parcels for mailing are included in this packet. (The packet is the eighth in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on preparing parcels for mailing, packaging tips, a postal zone chart and a rate chart, a self-test with answer key, and a check-out activity. The instructor's manual includes directions for administering the packet activity, sample addressed parcel labels (with various parcel weights indicated) for duplicating, an answer form, and an answer key. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the eight packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155408

PREPARE PARCELS FOR MAILING

STUDENT'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 65 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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OE 016 919

PREPARE PARCELS FOR MAILING

INTRODUCTION

If a firm has many packages to mail or ship, a shipping room is maintained. In other offices, packages may be mailed occasionally and a clerical or stenographic worker will take care of the packaging. Safe arrival is dependent on the way the package is wrapped. In this module assume you are employed in a shipping room in Florence, SC.

INSTRUCTIONS

Study the instruction sheet and the illustrations, and then read the objective below. If you can perform the tasks, complete the Check-Out Activity. Prepare the answer sheet and submit the completed activity to your instructor.

or

If you need practice, turn to Student Self-Test and complete the exercise.

OBJECTIVE

Given five parcels to be prepared for mailing and the required postal regulations, wrap, tie, label, weigh and determine the correct postage for each item in accordance with postal regulations.

LEARNING RESOURCES

1 READ Instruction Sheet I, PREPARE PARCELS FOR MAILING.

2 REVIEW tips for parcel post.

3 COMPLETE Student Self-Test I.

4 CHECKPOINT – Complete Check-Out Activity.

INSTRUCTION SHEET I

PREPARE PARCELS FOR MAILING

Most parcels must be handled several times before they reach the address of delivery. The quality of packaging makes a difference in its safe arrival.

Packages should be strong enough to retain and protect the contents during normal mail handling. Acceptable containers include corrugated or solid fibreboard, paper board (for small items), metal cans, tubes or boxes, wooden boxes or crates, and fibre mailing tubes with metal ends. The container should be large enough to hold the contents plus adequate cushioning to prevent damage, but not so large as to permit shifting or joggling of contents.

Packages containing breakable items should be marked "Fragile" above the address and below the postage. Those containing foods or other items which may decay should be marked "Perishable." Rolled up newspapers effectively protect such items as mirrors and framed pictures.

Before sealing the parcel, place a list of the contents, plus the name and address of the sender and addressee inside the package. Seal all package openings– including those at each end of the parcel – with reinforced kraft paper tape or pressure sensitive gummed tape. The outside wrapping should be at least equal in quality and strength to the kraft paper used for large grocery bags. Reinforce the package securely with nylon filament tape or by tying with strong twine, looping and knotting it at several intersections. Address the parcel correctly, including ZIP Code. If speed is essential, ask about "Priority Mail."

Parcel post regulations include maximum size and weight limitations. Fourth class parcels mailed at, and addressed for delivery to, a first-class post office may not exceed 40 pounds in weight or 84 inches in combined length and girth. All other parcels may not exceed 70 pounds in weight or 100 inches in combined length and girth. Minimum weight is 16 ounces per item or parcel. A parcel under 16 ounces is mailed at third-class, first-class, airmail or priority rates.

Parcel post postage rates are determined by the weight of the parcel and the approximate distance over which it is to be delivered. The distance is stated in terms of zones from the post office where the parcel is mailed. Local zone is within the delivery limits of the local post office; Zone 1 is within the same sectional center; Zone 2 is up to 150 miles; Zone 3, to 300 miles; Zone 4, to 600 miles; Zone 5, to 1,000 miles; Zone 6, to 1400 miles; Zone 7, to 1800 miles; and Zone 8, beyond 1800 miles. The zone mileage figures are approximate. The official zone chart furnished by a post office shows the complete zone structure from that office. A zone chart from Florence, South Carolina is included on page 5 of this module. Study it carefully.

TIPS FOR PARCEL POST

CUSHIONING

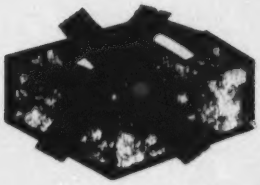
Wrap each item individually with enough padding to prevent damage from shock and vibration.

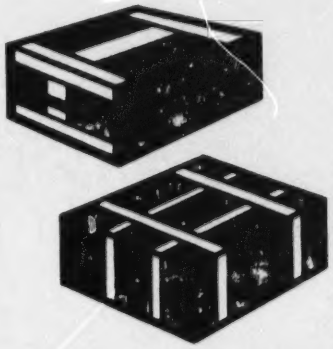
Separate wrapped items from outer package surfaces with padding or foamed plastic.

Remember, it's the **density** of the material you choose, not the thickness, that makes good cushioning.

TAPE

Pressure-sensitive filament tape or banding is recommended.

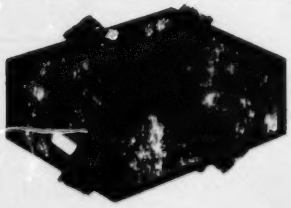




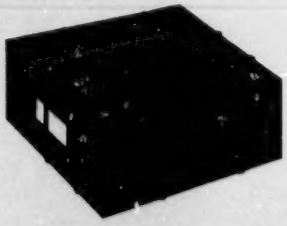
Reinforced Kraft tape takes less time, uses less tape than plain Kraft. Plain Kraft should be at least 60 lbs. tensile strength.

NOTE: Be sure **entire** gummed surface of tape is moistened before applying.

TWINE & CORD



At least 20 lbs. tensile strength. Make at least one knot wherever cords cross.



ADDRESSING

Should be written on inside as well as outside of package.

Should be readable from 2 feet away.

Should not be easily smeared or washed off by water.

OFFICIAL ZONE CHART

POST OFFICE DEPARTMENT

OFFICIAL ZONE CHART

For Determining Zones From All Postal Units Having

ZIP Codes 29501–29599

This zone chart lists the first three digits (prefix) of the ZIP Codes of the sectional center facility of address.

To determine the zone distance to a particular post office, ascertain the ZIP Code of the post office to which the parcel is addressed. The first three digits of that ZIP Code are included in this chart, and to the right thereof the zone.

Zip Code Prefixes	*Zone*	*Zip Code Prefixes*	*Zone*	*Zip Code Prefixes*	*Zone*	*Zip Code Prefixes*	*Zone*	*Zip Code Prefixes*	*Zone*	*Zip Code Prefixes*	*Zone*
006–009	6	224–225	3	300–307	3	420–462	4	624	4	763–769	6
010–046	5	226	4	308–309	2	463–466	5	625–627	5	770–778	5
047	6	227–253	3	310–312	3	467–482	4	628–629	4	779–797	6
048–063	5	254	4	313–314	2	484–491	5	630–636	5	798–799	7
064–066	4	255–259	3	315–322	3	492	4	637–639	4		
067	5	260–261	4	323–372	4	493–499	5	640–668	5	800–806	7
068–099	4	262	3	373–379	3			669	6	807–810	6
		263–265	4	380–386	4	500–508	5	670–673	5	811–831	7
100–119	4	266	3	387	5	510–513	6	674–679	6	832–838	8
120–123	5	267	4	388–389	4	514–554	5	680–681	5	840–847	7
124–127	4	268	3	390–392	5	556–558	6	683–693	6	850–853	8
128–136	5	270–278	2	393–395	4	559–560	5			855–860	7
137–143	4	279	3	396	5	561–576	6	700–722	5	863–864	8
144–146	5	280–286	2	397–399	4	577	7	723	4	865–880	7
147–199	4	287–289	3			580–585	6	724–729	5	881	6
		290–294	2	400–406	4	586–593	7	730–731	6	882–883	7
200–223	4	295	1	407–409	3	594–599	8	734	5	884	6
		296–299	2	410–414	4			735–739	6	890–999	8
				415–418	3	600–623	5	740–762	5		

The local zone rate applies to all parcels mailed at a post office or on its rural routes for delivery at that office or on its rural routes.

The following are wholly within the indicated zone:

Alabama 4	Guam 8	Nevada 8	Puerto Rico 6
Alaska 8	Hawaii 8	New Hampshire 5	Utah 7
California 8	Idaho 8	New Jersey 4	Vermont 5
Canal Zone 8	Louisiana 5	Ohio 4	Virgin Islands 6
Canton Islands 8	Mariana Islands 8	Oregon 8	Wake Island 8
Caroline Islands 8	Marshall Islands 8	Pennsylvania 4	Washington 8
Delaware 4	Maryland 4	Rhode Island 5	Wisconsin 5
District of Columbia 4	Massachusetts 5	Samoa (American) 8	Wyoming 7

*All post offices served by the Sectional Center Facility in Florence, SC use this Zone Chart.

Zone Chart No. 295

Fourth Class (Parcel Post 1 to 40 lb)

Merchandise, printed material, seeds, plants, etc. At least 1 but not over 40 lb. with maximum length and girth combined of 84". Check with post office to see whether you can mail pieces up to 70 lb. with length and girth combined of 100". If First or Third Class matter is enclosed, mark FIRST (or THIRD) CLASS MAIL ENCLOSED between address and postage and include appropriate extra amount in postage. If sealed mark FOURTH CLASS.

Presort discount. You can obtain special permission from the Office of Mail Classification, US Postal Service, Washington, DC to mail at least 300 nonidentical pieces at one time and apply the same postage to all pieces going to the same zone—the postage that would apply to the average weight piece for that zone. Presorting by zone and other procedures required.

Pounds (not over)	Local Zone	Zones 1 & 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
2	$0.77	$0.90	$0.93	$1.04	$1.15	$1.28	$1.40	$1.48
3	.82	.97	1.02	1.15	1.29	1.46	1.62	1.74
4	.86	1.04	1.10	1.25	1.42	1.63	1.84	2.00
5	.91	1.11	1.19	1.36	1.56	1.81	2.06	2.26
6	.95	1.18	1.27	1.46	1.69	1.98	2.28	2.52
7	1.00	1.25	1.36	1.57	1.83	2.16	2.50	2.78
8	1.04	1.32	1.44	1.67	1.96	2.33	2.72	3.04
9	1.09	1.39	1.53	1.78	2.10	2.51	2.94	3.30
10	1.13	1.46	1.61	1.88	2.23	2.68	3.16	3.56
11	1.18	1.53	1.70	1.99	2.37	2.86	3.38	3.82
12	1.22	1.60	1.78	2.09	2.50	3.03	3.60	4.08
13	1.27	1.67	1.87	2.20	2.64	3.21	3.82	4.34
14	1.31	1.74	1.95	2.30	2.77	3.38	4.04	4.60
15	1.36	1.81	2.04	2.41	2.91	3.56	4.26	4.86
16	1.40	1.88	2.12	2.51	3.04	3.73	4.48	5.12
17	1.45	1.95	2.21	2.62	3.18	3.91	4.70	5.38
18	1.49	2.02	2.29	2.72	3.31	4.08	4.92	5.64
19	1.54	2.09	2.38	2.83	3.45	4.26	5.14	5.90
20	1.58	2.16	2.46	2.93	3.58	4.43	5.36	6.16
21	1.63	2.23	2.55	3.04	3.72	4.61	5.58	6.42
22	1.67	2.30	2.63	3.14	3.85	4.78	5.80	6.68
23	1.72	2.37	2.72	3.25	3.99	4.96	6.02	6.94
24	1.76	2.44	2.80	3.35	4.12	5.13	6.24	7.20
25	1.81	2.51	2.89	3.46	4.26	5.31	6.46	7.46
26	1.85	2.58	2.97	3.56	4.39	5.48	6.68	7.72
27	1.90	2.65	3.06	3.67	4.53	5.66	6.90	7.98
28	1.94	2.72	3.14	3.77	4.66	5.83	7.12	8.24
29	1.99	2.79	3.23	3.88	4.80	6.01	7.34	8.50
30	2.03	2.86	3.31	3.98	4.93	6.18	7.56	8.76
31	2.08	2.93	3.40	4.09	5.07	6.36	7.78	9.02
32	2.12	3.00	3.48	4.19	5.20	6.53	8.00	9.28
33	2.17	3.07	3.57	4.30	5.34	6.71	8.22	9.54
34	2.21	3.14	3.65	4.40	5.47	6.88	8.44	9.80
35	2.26	3.21	3.74	4.51	5.61	7.06	8.66	10.06
36	2.30	3.28	3.82	4.61	5.74	7.23	8.88	10.32
37	2.35	3.35	3.91	4.72	5.88	7.41	9.10	10.58
38	2.39	3.42	3.99	4.82	6.01	7.58	9.32	10.84
39	2.44	3.49	4.08	4.93	6.15	7.76	9.54	11.10
40	2.48	3.56	4.16	5.03	6.28	7.93	9.76	11.36

LIBRARY rate for books, films, etc from libraries: 9c for first lb, 4c for each additional lb. Mark LIBRARY RATE.

SPECIAL rate for books, films, etc from others than libraries: 25c for first lb, 10c for each additional lb through 7 lb then 8c for each extra additional lb. Mark SPECIAL FOURTH CLASS RATE. BOOK (or 8MM FILM, etc).

SPECIAL rate discount for presorting: 1.1c less per piece for 500 to 2000 at one time, and .8c less per piece for 2000 or more at one time, if presorted by zip code, if postage paid by "presort" permit imprint, if mailing statement is presented, and if $30 annual fee is paid. Pieces must be identical.

Special Services

SPECIAL DELIVERY

For single pieces of any class of mail. Provides preferential handling. Virtually assures delivery on day reaching final post office. Mark SPECIAL DELIVERY.

	2 lb or less	Over 2 lb but not over 10 lb	Over 10 lb
First Class, Priority Mail	$1.25	$1.50	$1.75
Second, Third, Fourth Class Mail	1.75	1.85	2.15

SPECIAL HANDLING

For single pieces of Third or Fourth Class Mail. Provides preferential handling, but not special delivery from final post office. Mark SPECIAL HANDLING.

	2 lb or less	Over 2 lb but not over 10 lb	Over 10 lb
Third or Fourth Class Mail	$ .50	$ .70	$1.00

REGISTERED MAIL

For single pieces mailed at First Class Mail or Priority Mail rates. Special regulations for sealing and for window envelopes. Must be presented at post office. Provides mailing receipt and record at mailing post office.

Declared value:	$ 100	200	400	600	800	1000
Fee:	$ 2.10	2.30	2.60	2.90	3.20	3.50

For values over $1000 check at post office. Liability of post office limited (may be prorated if piece bears commercial or other insurance).

INSURED MAIL

For single pieces of Third or Fourth Class Mail or for matter other than first class mailed at Airmail or Priority Mail rates for higher priority handling, marked AIRMAIL (or PRIORITY MAIL) NO FIRST CLASS MATTER ENCLOSED. Must be presented at post office. For insurance of $50 or more you get mailing receipt on which you write name and address from piece mailed, and a record by number is kept at final post office.

Insurance limit	$ 15	50	100	150	200
Fee	$ .40	.60	.80	1.00	1.20

COD MAIL

For single pieces of any class of mail. Provides for collection by final post office of a specified amount plus the postage. Must be presented at post office. (Fee is $ .85 for any piece of Registered Mail.)

Amount limit:	$ 10	25	50	100	200	300
Fee:	$ .85	1.05	1.25	1.45	1.65	1.85

CERTIFIED MAIL

For single pieces mailed at First Class Mail or Priority Mail rates. Provides mailing receipt and record of delivery. Must be presented at post office if receipt is wanted. Fee is $ .60.

CERTIFICATE OF MAILING

For single pieces of any class of mail. Must be presented at post office. Provides evidence of mailing. Fee is $ .10 per piece.

For each 1000 pieces (or less) of a bulk mailing of First Class Mail or Third Class Mail when permit imprint is not used. Must be presented at post office. Fee of $ .50 for first 1000 pieces (or less) and $ .10 for each additional 1000 pieces (or less) at same mailing (additional copies of certificate, $ .10 each).

RETURN RECEIPT, RESTRICTED DELIVERY

For single pieces of Registered Mail, Insured Mail over $15, COD Mail, or Certified Mail. Must be presented at post office. Fee is $ .25 for Return Receipt showing to whom and when delivered ($ .45 if requested after mailing). Fee is $ .45 for Return Receipt showing to whom, when, and address where delivered. Fee is $ .60 for Restricted Delivery to addressee or order.

ADDRESS CORRECTION REQUESTED

Fee for mail marked ADDRESS CORRECTION REQUESTED is $.25 on receipt of correction information.

International Mail

LETTERS AND LETTER PACKAGES (written and recorded communications having the character of actual and personal correspondence.)

COUNTRIES	SURFACE		AIR
Canada, Mexico (surface rates to Canada include air transportation)	13c for first oz plus 11c for each additional oz (for over 13 oz use rates for Zone 8, Priority Mail)		17c first oz (15c each additional oz)
Central America, Colombia, Venezuela, Caribbean Islands, Bahamas, Bermuda, St Pierre and Miquelon	(not over)	1 oz, 18c 2 oz, 31c 4 oz, 41c 8 oz, 82c	25c per half oz for 2 oz and under (plus 21c per half oz for weight over 2 oz)
Other countries	(not over)	1 oz, 18c 2 oz, 31c 4 oz, 41c 8 oz, 82c	31c per half oz for 2 oz and under (plus 26c per half oz for weight over 2 oz)

POSTCARDS. Single cards, 3½" x 3½" (Canada and Mexico, 5½" x 3¼") to 6" x 4¼".

COUNTRIES	SURFACE	AIR
Canada, Mexico	9c each	14c each
Other countries	12c each	21c each

STUDENT SELF-TEST I

Using the Official Zone Chart and the Fourth Class Chart, determine the correct amount of postage for the two packages given below:

Smith Office Supply
700A Irby Street
Florence, SC 29501

Lower Spartanburg Clinic
Hampton Boulevard
Spartanburg, SC 29164

1. 2 lbs., 4 ounces (.90kg, 112g)
Special Delivery

Smith Office Supply
700A Irby Street
Florence, SC 29501

Thomas Plumbing and Heating
Main Street
Camden, SC 29020

2. 5 lbs. (2.25kg)
Insured $15

When you have completed this assignment check your answers with the key at the back of this manual.

CHECK-OUT ACTIVITY

Obtain packages to be prepared for mailing from your instructor; prepare each parcel for mailing and mark the appropriate amount of postage on each item.

1. Obtain necessary supplies from your instructor, such as
   a. box
   b. paper
   c. tape or twine
   d. labels

2. Wrap and tie each parcel.

3. Affix address and return address.

4. Using the Official Zone Chart, Fourth-Class chart, and Special Services information, determine and record the correct postage for each package on the answer sheet.

ANSWERS TO SELF-TEST

1. $2.82
2. $1.51

PREPARE PARCELS FOR MAILING

INSTRUCTOR'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 65 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

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Clemson University
Clemson, South Carolina 29631

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INSTRUCTOR'S MANUAL

PREPARE PARCELS FOR MAILING

DIRECTIONS

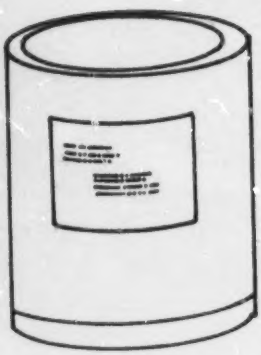
If you would like for the students to learn correct package preparation, gather necessary materials (boxes, paper, tape, and labels). A good many people are unaware of the problems the postal service encounters with incorrectly wrapped packages.

Some fourth-class mail needs special handling and is sent special delivery, or insured. Note that fourth-class mail cannot be registered or certified.

You will need to duplicate enough copies of the answer sheet for your students. Duplicate also several copies of pages 12–14. If you prefer to have the class work on this packet as a group, duplicate enough copies of pages 12-14 for your entire class.

Have 5 packages ready for students to prepare for mailing. You should have the following materials available for their use in wrapping the parcels: box, paper, tape or twine, labels.

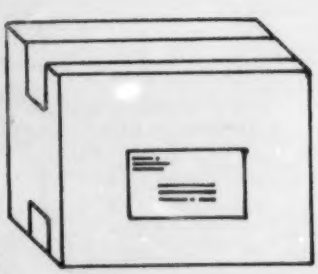
LABELS FOR CHECK-OUT ACTIVITY



Smith Office Supply
700A Irby Street
Florence, SC 29501

The Accounting Company
315A Beltline Boulevard, N.
Columbia, SC 29205

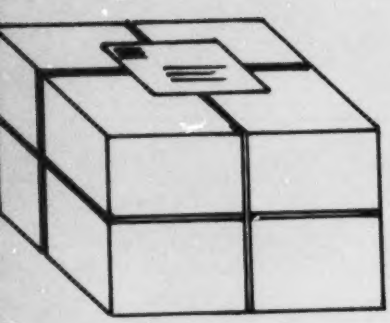
1. 3 lb., 6 ounces (1.35kg, 168g)
Special Handling



Smith Office Supply
700A Irby Street
Florence, SC 29501

National Bank
25 South Main Street
Greenville, SC 29601

2. 4 lb. (1.80kg)



Smith Office Supply
700A Irby Street
Florence, SC 29501

City Treasurer
City Hall
80 Broad Street
Charleston, SC 29401

3. 5 lb., 2 ounces (2.25kg, 56g)
Insured - $15

Smith Office Supply
700A Irby Street
Florence, SC 29501

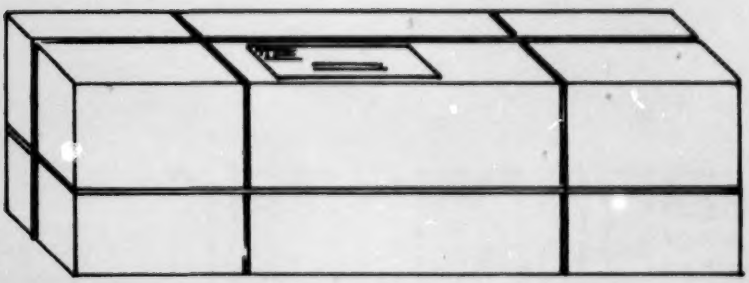
Dr. J. B. Jones
15 Kings Highway
Myrtle Beach, SC 29577

4. 3 lb. (1.35kg)

Smith Office Supply
700A Irby Street
Florence, SC 29501

Spartanburg Associates
508 East Main Street
Spartanburg, SC 29301

5. 10 lb., 6 ounces (4.50kg, 168g)
Insured - $50
Special Delivery



ANSWER SHEET

FOR

CHECK-OUT ACTIVITY

	Zone	Postage	Special Services	Total
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

INSTRUCTOR'S KEY

1.	Zone 2	Postage-$1.04	Special Handling-$ .70	Total-$1.74
2.	Zone 2	Postage-$1.04		Total-$1.04
3.	Zone 2	Postage-$1.18	Insured-$ .40	Total-$1.58
4.	Zone 1	Postage-$ .97		Total-$ .97
5.	Zone 2	Postage-$1.53	Insured-$ .60 Special Delivery-$2.15	Total-$4.28